

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH06421298</u>	DATE POSTED: <u>06/30/21</u>
POSITION NO: <u>244820</u>	CLOSING DATE: <u>07/14/2021 by 5pm</u>
POSITION TITLE: <u>Office Specialist (2 Positions)</u>	
DEPARTMENT NAME / WORKSITE: <u>DOH/Navajo Epidemiology Center/ Window Rock, Arizona</u>	
WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input type="checkbox"/> GRADE/STEP: <u>BJ58A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>26,726.40</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u>12 months</u> \$ <u>12.80</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Incumbent will provide professional administrative support to Navajo Behavioral Risk Factor Surveillance Survey project team. Records management duties and responsibilities will consist of recording, collecting, and maintaining project team files and records of communication: time keeping of project team; vehicle usage and inventory management; assist with monthly and quarterly reports; participation in weekly debrief meetings, Navajo Epidemiology Center regular meetings, conference calls; assist with training sessions among project team. Assist Senior Programs and Projects Specialist, Community Health Environmental Research Technician and Project Manager (project team) with planning and coordination among project team partners, within, and external, to the Navajo Epidemiology Center/Navajo Department of Health.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related work experience; or an equivalent combination of education and experience.

Special Requirements:

- A current valid State Driver's License and Vehicle Insurance is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Certification to operate a Government Service Administration vehicle is required. Use of personal vehicle to and from worksite is required. Office Specialist must follow CDC guidelines to prevent the spread of COVID-19. Knowledge of office administrative support practices and procedures related to work assignment, basic clerical/office procedures, knowledge of computer software, Microsoft word processing, excel, and spreadsheet application. Skill in preparing a variety of records, reports, and financial documents/forms. Skill in maintaining electronic/hardcopy filing/records systems. Knowledge of Navajo customs and traditional practices. Strong communication and ability to speak both English and Navajo languages, and write English. Ability to keep information confidential when handling project documents.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.